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<div> <div>Division of Forensic Science</div> <div>SAFETY MANUAL</div> </div>	Amendment Designator:
	Effective Date: 13-February-2004
<div> <div>HAZARD COMMUNICATION PLAN</div> <div> <div>1 Purpose</div> <div> <p>1.1 The Virginia Division of Forensic Science (DFS) uses and stores many materials in the workplace that meet the definition of a hazardous chemical in the Occupational Safety &amp; Health Administration (OSHA) Hazard Communication Standard (the OSHA Standard), 29 CFR 1910.1200. A hazardous chemical is defined by OSHA, for purposes of the OSHA Standard, as "any chemical which is a physical hazard or a health hazard". The OSHA Standard goes on to define physical hazard ("a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive") and health hazard ("a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees"). DFS has implemented its Hazard Communication Program (the Program), as defined in this written Hazard Communication Plan (this Plan), to ensure that information concerning such hazards and appropriate protective measures are communicated to its employees.</p> <p>1.2 The Program's purpose will be accomplished by provision of the following to employees:</p> <ul style="list-style-type: none"> <li>appropriately labeled containers of hazardous chemicals,</li> <li>Material Safety Data Sheets (MSDSs) for every hazardous chemical in the workplace,</li> <li>timely and appropriate training, and</li> <li>the support of the DFS Chemical Hygiene Program (CHP) - Appendix E of the Safety Manual.</li> </ul> </div> <div>2 Review and Update</div> <div> <p>The Program and this Plan will be reviewed and evaluated for effectiveness at least annually. They will be updated as necessary.</p> </div> <div>3 Scope and Application</div> <div> <p>3.1 The Program applies to all employees, other than those covered by the CHP, who may be exposed to hazardous chemicals in the workplace. This includes all DFS employees not covered by the CHP.</p> <p>3.2 Many of the hazardous chemicals at DFS are used and stored in laboratory areas by personnel covered by the CHP. The Program serves to notify non-laboratory employees of the possibility, however limited, of exposure to those chemicals. In addition, it provides those employees access to information about the hazards of the laboratory chemicals and how they can protect themselves, as necessary, from those hazards. Such protection is, of course, in addition to that provided by DFS' implementation of the CHP.</p> <p>3.3 In addition, the Program similarly addresses the hazardous chemicals used and stored outside the scope of the CHP. Some employees, e.g., those who develop photographic film, use such chemicals in relatively large quantities on a daily basis; others, e.g., administrative staff, generally use small quantities of relatively innocuous chemicals on an infrequent basis, e.g., "Whiteout" or "Toner".</p> </div> <div>4 Responsibilities</div> <div> <div>4.1 Director</div> <div> <p>The Director has ultimate responsibility for hazard communication at DFS. He/she shall provide complete and continuous support for the Program and this Plan.</p> </div> <div>4.2 Deputy Director</div> <div> <p>The Deputy Director is responsible for DFS wide implementation of the Program and this Plan.</p> </div> </div> </div> </div>	

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<p>4.3 Laboratory Directors</p> <p>Laboratory Directors are responsible for compliance and enforcement within their Laboratories.</p> <p>4.4 Safety Coordinator</p> <p>The Safety Coordinator is responsible for development, maintenance, and revision of the Program and this Plan. Regional Laboratory Safety Officers shall support him/her in this function at each laboratory. The Safety Coordinator shall:</p> <ul style="list-style-type: none"> <li>• work with DFS administration and employees covered by this Plan to develop and implement appropriate policies, practices and training,</li> <li>• develop, maintain and update this Plan,</li> <li>• conduct or oversee Program training,</li> <li>• ensure that newly acquired information about the hazards of a chemical are disseminated to those responsible for maintaining labels and MSDSs,</li> <li>• perform or oversee inspections to assess compliance with, and efficacy of, the Program, and</li> <li>• seek ways to improve the existing Program.</li> </ul> <p>4.5 Directors/Section Chiefs/Supervisors</p> <p>ALL personnel who supervise employees covered by this Plan are responsible, or share responsibility, for the following in their areas:</p> <ul style="list-style-type: none"> <li>• ensuring subordinate personnel receive appropriate training, and</li> <li>• ensuring subordinate personnel are familiar with, comply with, and know the location of this Plan.</li> </ul> <p>4.6 Employees</p> <p>ALL employees covered by this Plan are responsible for:</p> <ul style="list-style-type: none"> <li>• performing their work in compliance with this Plan, and</li> <li>• correcting unsafe conditions that may arise, or informing their supervisor of such when they cannot personally correct them.</li> </ul> <p><b>5 Compliance Methods</b></p> <p>This Section describes the steps taken by DFS to reduce or prevent employee exposure to hazardous chemicals.</p> <p>5.1 Hazard Determination</p> <p>The hazards of a commercial chemical are assumed to be those defined on the corresponding MSDS. The hazards of a mixture generated by DFS are assumed to be those of all significant components.</p> <p>5.2 Labels</p> <p>5.2.1 All containers of hazardous chemicals found in DFS buildings must be appropriately labeled.</p> <p>5.2.1.1 Commercial (primary) containers must be labeled with the identity and hazards of the contents, and the name and address of a party who may be contacted for further information about the contents. Labels on commercial containers shall not be removed or defaced.</p> <p>5.2.1.2 Secondary containers must be labeled with the identity of the contents, and, except for those used solely in the laboratory areas, the hazards of the contents. A secondary container may contain either some of</p>	

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<p>the contents of a commercial container, or a laboratory prepared material, e.g., a mixture of commercial chemicals to be used as a reagent.</p> <p>5.2.2 Hazard Labeling Systems</p> <p>5.2.2.1 DFS has not implemented any hazard labeling system beyond those used on commercial containers. Such labels often relate hazard information in the form of the National Fire Protection Association (NFPA) diamond. Some manufacturers have chosen to supplement that diamond with additional information, and some have chosen to only use their own format. Information about the NFPA and other systems is available from the Safety Coordinator or a Safety Officer.</p> <p>5.2.2.2 The format for hazard labeling on secondary containers used in the laboratory areas is generally at the discretion of the individual generating the label.</p> <p>5.2.2.3 Labels on secondary containers used outside the laboratory areas shall use the same hazard identification system as the primary container.</p> <p>5.3 Inventories and MSDSs</p> <p>5.3.1 Inventories of laboratory chemicals, and corresponding MSDSs, in each DFS building are maintained for compliance with the CHP.</p> <p>5.3.2 Reasonably up-to-date inventories of other chemicals, and corresponding written MSDSs, also shall be maintained in each building.</p> <p>5.4 Information and Training</p> <p>5.4.1 Information and training will be provided before an employee begins work. A person knowledgeable in the subject matter as it applies at DFS will provide the information and training; that person will generally be the Safety Coordinator or a Safety Officer. The training will be conducted as a verbal "classroom" presentation, and will include an interactive question and answer session, as necessary.</p> <p>5.4.2 Employees will be informed of:</p> <ul style="list-style-type: none"> <li>the requirements of the OSHA Standard and its Appendices,</li> <li>the types of work performed in their areas which involve hazardous chemicals,</li> <li>other building areas where hazardous chemicals are used and stored, including enclosed systems such as natural gas or refrigerant pipes, and</li> <li>the location and availability of this Plan, and associated hazardous chemical inventories and MSDS.</li> </ul> <p>5.4.3 Training will address:</p> <ul style="list-style-type: none"> <li>methods and observations that can be used to detect the presence or release of hazardous chemicals,</li> <li>the health and physical hazards of the chemicals found in the building,</li> <li>the measures that can be taken by employees to protect themselves from those hazards,</li> <li>the measures implemented by DFS to protect employees from exposure to those hazards,</li> <li>use of new chemicals, or existing chemicals in a new manner,</li> <li>steps to take if an accident and/or exposure occurs, and</li> <li>details of the Program, including an explanation of the content of labels and MSDSs, and how employees can obtain and use that and other hazard information.</li> </ul>	

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<p>5.5 OCME and Contractor Communications</p> <p>5.5.1 The Office of the Chief Medical Examiner (OCME), DFS' Operations and Maintenance and Custodial contractors, and other employers whose employees may be exposed to DFS' hazardous chemicals, will be informed in writing of:</p> <ul style="list-style-type: none"> <li>• the presence of hazardous chemicals in DFS buildings,</li> <li>• the locations of the inventories of chemicals and MSDSs,</li> <li>• precautionary measures to be taken by those employees to protect them from those chemicals, and</li> <li>• the labeling systems on those chemicals.</li> </ul> <p>This will be accomplished by the provision of the form on the last page of this Plan to the OCME and all contractors whose employees enter a DFS building.</p> <p>5.5.2 Conversely, the OCME and all contractors bringing hazardous chemicals into a DFS building must supply the contract contact person with an MSDS for each of those chemicals.</p>	

## Division of Forensic Science

Amendment Designator:

## SAFETY MANUAL

Effective Date: 13-February-2004

**HAZARDOUS CHEMICALS NOTICE**

The OSHA Hazard Communication Standard (29 CFR 1910.1200) requires that an employer who uses, produces or stores hazardous chemicals at a workplace in such a way that the employees of other employers may be exposed shall ensure that those employers are made aware of the following:

1. the presence of those chemicals,
2. how to access the on-site MSDSs for those chemicals,
3. precautionary measures to be taken by those employers to protect their employees from those chemicals, and
4. the labeling systems on those chemicals.

This notice is provided to comply with that requirement.

1. The Division of Forensic Science uses, produces and stores many hazardous chemicals in its buildings.
2. The MSDSs for those chemicals are available on request from the Safety Coordinator, Safety Officers, Laboratory Directors, and Division personnel in the Sections in which those chemicals are located.
3. No extraordinary precautions need be taken by your employees to avoid exposure to those chemicals. However, it is recommended that they be cautioned to:
  - not attempt to disturb or use any Division chemicals without permission from appropriate Division personnel, and
  - follow directions from Division personnel pertaining to those chemicals, and in the event of an emergency.
4. The labeling systems on commercial containers of those chemicals are those of the supplier; other containers may be labeled differently. Information about the commercial systems or explanations of individual labels may be obtained from the Safety Coordinator, Safety Officers, Laboratory Directors, and Division personnel in the Sections in which those containers are located.